



SHIRELAND COLLEGIATE ACADEMY TRUST

## **SAFEGURDING ADMINISTRATOR**

**Scale 3 £15,640 - £16,517**

**37 Hours per week – term time + 1 week**

We have a fantastic opportunity for an Administrative Assistant to support the Safeguarding and Inclusion departments within Shireland Collegiate Academy.

The successful candidate will need excellent communication and administration skills, be able to manage sensitive information and have a flexible attitude to their work.

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.**

An application form and job description are available from our website [www.collegiateacademy.org.uk](http://www.collegiateacademy.org.uk)

**The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

Closing date: 8.00 am Tuesday 20 November 2018

Shireland Collegiate Academy Trust  
Waterloo Road  
Smethwick  
B66 4ND Tel. 0121 558 8086

## Job Description

<b>Job Title</b> Safeguarding Administrator		<b>Grade</b> Scale 3/4	
<b>Responsible to</b> Director of Safeguarding Safeguarding Manager	<b>Contacts</b> Academy Staff and students External agencies		<b>Responsible for</b>
<b>Working hours</b> 37 hours per week, term time + 1 week		<b>Special Conditions</b>	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the Academy.**

### Job Summary

To assist the Safeguarding Team in providing a professional, effective and efficient service in all aspects of safeguarding.

### Duties and responsibilities:

To provide comprehensive administration support to the Safeguarding Team.

- Handling highly confidential and sensitive information and often being the first point of contact for a student visiting safeguarding
- Support with maintaining displays throughout the academy
- Typing letters and sending information to families, other schools and organisations
- Making referrals to supportive agencies
- Maintaining information on the staff, student and family portal
- Supporting with production of information for group sessions with students and families and possible training sessions
- Filing confidential information and scanning documents for uploading to electronic systems
- Arranging meetings and appointments with external agencies
- Arranging for students to attend appointments and liaise with teaching staff
- Support with Year 7 transition for safeguarding and Inclusion students and collating information and ensuring the electronic filing is updated
- Phone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors
- Assisting with meetings/ calendars
- Supporting with First Aid as required

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust policies

Use and Development of ICT as required.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions

All staff within the Trust will be expected to accept reasonable flexibility in working arrangements

To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Context:

Support staff are a part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Raising Attainment Plan.

**Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.**

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## Personnel Specification

<b>Job Title</b> Safeguarding Administrator		<b>Grade</b>	
<b>Responsible to</b> Director of Safeguarding Safeguarding Officer		<b>Responsible for</b>	
<b>Working hours</b> 37 hours per week		<b>Special Conditions</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable	N/A	How identified
<b>1. Physical</b>	To be punctual Good attendance record Excellent written and verbal communication skills Smart appearance			Job and medical history from application form and references. Performance in interview process.
<b>2. Qualifications</b>	5 GCSEs (Grades A-C) including English and Mathematics  Evidence of study post 16			Formal possession of an appropriate qualification to be verified at interview or from records.
<b>3. Experience</b>	Experience in the use of Microsoft packages including word and excel.  Experience of working in an office/administration environment.			Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.

	Essential	Desirable	N/A	How identified
<b>4. Training</b>	Prepared to undertake training in order to develop in the role.			Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.
<b>5. Special Knowledge</b>	Understanding of data protection.			Qualifications held and demonstration of knowledge at interview.
<b>6. Circumstances (personal)</b>	Attendance at occasional evening meetings/events.			Ensuring candidates are aware of these requirements from the job description. Interview questions and application form details.
<b>7. Disposition</b> How far does the job require:-	<p>Able to work on own initiative and as part of a team.</p> <p>Ability to prioritise and meet deadlines.</p> <p>Helpful and diplomatic in their interaction with students, staff and agencies..</p> <p>Confident in dealing with a wide variety of people.</p> <p>Able to use discretion.</p>			Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.

<p><b>8. Practical and Intellectual Skills</b></p>	<p>Able to understand and interpret information from a variety of sources.</p> <p>Able to organise own workload.</p> <p>ICT literate.</p> <p>Able to cope with routine work with high levels of attention to detail.</p> <p>Able to communicate at all levels.</p>			<p>Performance in related selection process.</p>
<p><b>9a. Legal Requirements</b></p>	<p>Satisfactory Enhanced DBS Check.</p>			<p>Application form and interview questioning and reference.</p>